

1. The first step in the process is to identify the problem or issue that needs to be addressed. This involves gathering information and understanding the context of the problem. Once the problem is identified, the next step is to define the objectives and goals of the project. This is followed by developing a plan of action, which includes identifying the resources needed and the timeline for completion. The plan is then implemented, and progress is monitored and reported regularly. Finally, the project is evaluated to determine if the objectives were met and if the resources were used effectively. This process is iterative, and adjustments may be made as needed throughout the project.

Vikki H. Trinh

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